

**Town of Boscawen  
Beautification Committee  
116 North Main St  
FINAL MEETING MINUTES  
Tuesday, January 10<sup>th</sup>, 2023, at 5:30 PM**

**Members Present:** Chair-John Keegan; Vice Chair-Beverly Drouin; Nancy Towle

**Staff Present:** Kearsten O'Brien-Deputy PCD Director & Kara Gallagher-PCD Assistant

**Excused:** Jeff Abbe

**Absent:** Paul Dickey-Ex-Officio

Chair John Keegan opened the public meeting at 5:35 PM.

Roll Call: completed, no guests

**Minutes:**

- Chair Keegan requested one change, line 26, change 'diner' to 'donor'.
- Ms. Beverly Drouin requested one change, line 43, change '...volunteered to power washed the walks' to '...volunteered to power wash the sidewalks'.
- Chair Keegan requested one change, line 48, capitalize 'Roundabout'.
- Chair Keegan requested one change, line 90, capitalize 'Roundabout'.

**Ms. Drouin motioned to approve the Beautification Minutes of 11.02.2022 as amended. Seconded by Ms. Towle. All in favor. None Opposed.**

**Financial Report:** Ms. Drouin asked the reasoning behind not combining the Roundabout and Beautification budgets given that these Committees were co-joined into one Committee. Deputy Planning and Community Development Director Kearsten O'Brien noted originally the Circle Committee donations were for a specific purpose, the Roundabout. In order to have a revolving fund, it would have to be voted on by Town Meeting. However, using Roundabout donations for a specific purpose, there is no need for a revolving fund. The Circle and Beautification donations are allocated for their specific purpose and will rollover each year. These funds cannot go into the General Fund.

Ms. Towle inquired about the 'Expenses from Select Board's (SB) 'Approved Beautification Budget \$200' in the Financial Report. She asked when the Committee would be awarded the \$200. Chair Keegan explained that when the Beautification Committee was formed in April 2022, he requested the SB budget up to \$200. Hopefully, the Beautification Committee can request up to \$200 yearly from their budget. The Select Board has had a \$700 Beautification line in the town budget, most of which is usually awarded to Black Forest Nursery. Ms. Drouin noted

the Financial Report only reflects January 1<sup>st</sup>, 2023, through January 10<sup>th</sup>, 2023. Discussion ensued. For the record, there have been no 2023 Beautification Committee expenses. The \$200 expense approved by the Select Board was for 2022. Deputy PCD Director O'Brien will clarify with Finance Director Kate Merrill the start/end dates for the Town's fiscal year.

**Ms. Towle motioned to approve the Treasurer Report through 01.10.2023 as presented. Seconded by Ms. Drouin. All in favor. None opposed.**

### **Old Business:**

New Meeting Schedule: Chair Keegan noted meetings will fall on the 2<sup>nd</sup> Tuesday of the month. Ms. Drouin suggested moving the time of the meetings to 4:30pm. Discussion ensued. The Committee decided to keep meetings scheduled for 5:30pm to better accommodate new members who work.

Thank You Letters: Ms. Drouin wrote 'Thank You' letters to Mr. Tom LeClair and Ms. Suzanne Maze. Deputy PCD Director O'Brien mailed them out and both recipients received them.

Value of Donated Services to Committee Projects: Chair Keegan noted: the Gazebo project received \$350 for decorations and \$150 for pavement cleaning. Donations will be reflected in future financial reports.

Roundabout Maintenance Record: The Committee had previously discussed gathering information for the annual Town Report noting it was time consuming and, at times, difficult. In light of this, Chair Keegan proposed changes to the Roundabout Maintenance Record to facilitate gathering more detailed and consistent information yearly, specific to the Harris Hill Roundabout. The Committee will also put together a list of people who donated money, labor and/or materials for the Harris Hill Roundabout. Deputy PCD Director O'Brien suggested posting a list of the donors to the Harris Hill Roundabout on the Town website under Boscawen Beautification Committee. Ms. Drouin requested we be mindful of donors who may want to remain anonymous. Amounts donated will not be listed. Deputy PCD Director O'Brien said they will only recognize donors who consent to having their name published. An Excel spreadsheet will be kept for the Committee's records. The posting will display 'Thank You Donors' with a running list of donor names. Chair Keegan suggested putting in the number of anonymous donors as well. No further discussion. Ms. Drouin proposed making an annual Work Plan for the Committee. She will do an initial draft and circulate it to members for feedback and revisions. It will include projects they have done thus far, maintenance information, a list of contacts for emergencies, etc. The Work Plan would be used to guide the work for all current and future members. All concurred.

Tree Status: Chair Keegan, Jeff Abbe, Bev Drouin and Charlie Niebling examined the trees around the Town Office. Mr. Niebling made specific recommendations about pruning some trees. Chair Keegan said Mr. Niebling also noted two Norway Spruces on the corner of Academy

Street were dying due to road salt. It causes their root system's to deteriorate which leads to needle loss. Ms. Towle asked if Mr. Niebling gave a protective spray recommendation for the Oak tree near the parking lot entrance. Chair Keegan said he believes an early instar of the Spongy Moth Caterpillar had caused the leaf loss. He suggested monitoring it closely this year and fertilizing this and other trees. Discussion ensued. Ms. Towle will fertilize the trees and shrubs around the Town Office Building. Chair Keegan will compile and share more detailed notes with Committee members.

### **New Business:**

*Resignation of Mr. Abbe:* Chair Keegan informed the Committee members that Mr. Abbe had submitted his letter of resignation. That said, he will continue to collaborate with the maintenance of the Harris Hill Roundabout and the horse trough near the 1913 library. This news started a discussion about the need for more Committee members. PCD Assistant Gallagher suggested advertising on Facebook. Deputy PCD Director O'Brien reported she had handed out the appointment application forms for volunteers at the Santa Meet and Greet to those interested in joining. She also committed to hand out flyers at Town Meeting along with a synopsis of the Committee's projects to date. Deputy PCD Director O'Brien suggested advertising for volunteer help on the weekends to raise interest among people who might consider joining as a Committee member. In the fall, the Economic Development Committee will be working with Avaloch to put together a volunteer/business job fair. The goal is to encourage people to learn about community businesses along with volunteer programs and membership opportunities. Deputy PCD Director O'Brien suggested a Community Day as another idea for next year. This could involve Committee members taking those interested around town to show what has been done and to suggest future projects. The Committee could also invite high school students to complete their volunteer hours with a beautification project. Parent signatures would be required. Ms. Drouin suggested allowing people to adopt a project as another option. The Committee would discuss their goals for 2023 and advertise them on Facebook with sign-ups for 'Adopt-A-Spot'. Ms. Towle recommended advertising 'Learning How to Garden'. People would sign-up to learn how to garden and members would help educate them. Chair Keegan suggested working with Black Forest Nursery. Ms. Towle will talk to Ms. Suzanne Maze.

The Committee discussed locations for Adopt-A-Spot. As noted above, Mr. Abbe adopted the trough to maintain the plants and water. Ms. Towle said Chief Kenney will be watering the plants at the Fire Department this year. She will ask Chief Kenney if he is interested in adopting the Fire Department. Ms. Towle volunteered to adopt the garden, flagpole, Police Station, and library sign. Chair Keegan suggested mentoring volunteers on how to water the plants. The Committee will continue to build a list of spots to adopt and discuss options at next meeting.

Chair Keegan brought up two major items to discuss in the 2023 planning: water for the bypass intersection and the proposal for irrigation at the Town Office. The office irrigation will cost \$10,000 based on the estimate in hand. There is no estimate for the bypass.

**Other Business:****Pending Tasks:**

- Find out the start/end dates of the Town's fiscal year-Deputy PCD Director O'Brien
- Create Annual Work Plan-Ms. Drouin
- Fertilize trees and shrubs-Ms. Towle
- Contact Suzanne Maze about using Black Forest Nursery for learning-Ms. Towle
- Convert Tree Status information and send to Committee members-Chair Keegan
- Discuss irrigation at the Town Office and water at intersection for next year.

**Next Meeting:**

Monday, March 13<sup>th</sup>, 2023, at 5:30pm.

**Adjournment:**

Motion to adjourn by Ms. Drouin; Seconded by Ms. Towle. All in favor. None opposed.

*Respectfully submitted, Hannah Gardner*